



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

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APPROVED BY: original signed by: ROBERTO QUIROZ Director	SUPERSEDES 707.02 4/2/79	ORIGINAL ISSUE DATE 4/2/79	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide guidelines for Department of Mental Health (DMH) management to ensure attendance and punctuality of employees.

POLICY

- 2.1 All employees shall be present at their jobs and perform their assigned duties during their scheduled working hours, except when on approved vacation or approved leave of absence as prescribed and governed by the County Code and DMH policy.
- 2.2 Consistent attendance is a basic condition of employment and essential to the operations of the Department. Any employee who will be absent from duty for any reason shall request advance approval for such absence from the employee's supervisor as soon as the need for absence is known.
- 2.3 In a case of absence for compelling personal reasons, or non-emergency sick leave, at least one day advance request shall be made. A supervisor may or may not approve a request for absence due to personal reasons, based on the needs of the Department.
- 2.4 In case of emergent personal sickness, critical sickness or death in the immediate family or other such instances in which the need for absence cannot be anticipated, an employee must call in within the first hour of the shift or work schedule. It is the responsibility of the employee to inform the immediate supervisor of the absence and the reason for this absence.
- 2.5 Each employee is responsible to ensure continuity of patient care or workflow. This means, if the employee's absence will impact a patient, alternative arrangements should be made to provide care or, if necessary, the cancellation of appointments or meetings. Proof of the sickness or other condition necessitating absence will be required by the supervisor according to the circumstances.
- 2.6 The scheduling and granting of time off (including vacation, accumulated overtime, holiday time, and absence without pay) for personal reasons is based on consideration of the desires of employees and the needs of the Department. If these two considerations cannot be reconciled, the needs of the Department must prevail.



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- 2.7 Any employee failing to comply with these requirements is subject to loss of pay for the time absent and may be subject to disciplinary action.

AUTHORITY

Los Angeles County Code
Department of Mental Health Policy